



State of Florida
Department of Children and Families

Charlie Crist
Governor

Robert A. Butterworth
Secretary

DATE: May 2, 2007

TO: District/Region Administrators, Community-Based Care CEOs, Sheriff Offices

THROUGH: George Sheldon, Assistant Secretary for Operations
David Fairbanks, Acting Assistant Secretary for Programs *David Fairbanks*

FROM: Patricia A. Badland, Director, Office of Family Safety *Patricia A. Badland*
Chris Shoemaker, Director, Office of Adult Services

SUBJECT: Impact of Conversion from HomeSafenet (HSn) to Florida Safe Families Network (FSFN) on the HSn Child and Adult Safety Assessments

Purpose: The purpose of this memorandum is to communicate the outcome of the Child and Adult Safety Assessment Investigative Report (CSA and ASA) once converted from HomeSafenet (HSn) to the Florida Safe Families Network (FSFN).

Description: The Florida Safe Families Network has been designed to incorporate the differences in workflow that are represented in Florida. The resulting design included unique and separate work associated with Investigations and Special Condition Referrals. In addition, there are targeted assessments for In-Home, Institutional, Child on Child Sexual Abuse and Requests for Assistance.

After careful examination and development of the FSFN's varied assessments, it has been determined that significant sections of the HSn child and adult safety assessment portion of the investigative record will be impacted by conversion. Specifically, the following sections will not adequately convert into the FSFN safety assessment format

- Safety Factors
- Safety Action
- Additional Actions
- Overall Safety Assessment
- Submit CSA/ASA (Initial)
- Supervisory Review of Safety Decision
- Second Party Review of Safety Decision (if applicable)
- Family Strengths and Needs (CSA)
- Service Needs Assessment (ASA)

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Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

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A conversion effort of this kind will affect both closed and open investigations. The impact of the conversion will differ based on the status of the investigation. The attached document addresses the impact and resolution for both.

Action Required: The information provided in this memo and its attachment must be shared with all child and adult protective investigations staff.

For questions regarding this impact to the HomeSafenet safety assessment, please contact Ralph Forehand (Adult Services) at (850) 922-6567 / Suncom 292-6567 or Maria Leon (Family Safety) at (850) 921-2765 / SC 291-2765. Both Mr. Forehand and Mrs. Leon can also be reached by e-mail.

Attachment

cc: Elizabeth Schlein, Director, Florida Abuse Hotline

Conversion Impact on Child and Adult Safety Assessments

I. Closed Child and Adult Investigations:

The sections associated with the safety assessment portion of the HSn investigative report will not be converted to FSFN. However, each CSA and ASA will be available to view within Florida Safe Families Network as a piece of work under the corresponding converted Investigation or Special Conditions Referral. A hyperlink will be available to launch the CSA and ASA Tool (Excel spreadsheet) that is currently available in HSn. This action will allow all prior assessment information to display for each user.

II. Open Child and Adult Investigations:

The same hyperlink will be available to launch and view the completed or pending child and adult safety assessment portions of the open investigations. However there will be a workload impact to the child and adult protective investigators based on the status of the safety assessment within the open investigation.

While the completed or pending assessment tool will be available to view, the new system will require an updated assessment (if the initial HSn assessment was completed and approved prior to conversion) or an initial assessment (if the initial assessment was either not completed or pending supervisory/second party review at the time of conversion) prior to closure in the Florida Safe Families Network. This applies to child and adult investigations and special conditions referrals.

The full Initial Safety Assessment, Supervisory Review and Second Party Review process takes 8 days (192 hours). Given that timeframe, the following is offered in order to minimize the workload impact without limiting the time allotted for a proper review of the safety assessment.

A. Investigations ready for closure. Open but completed adult and child investigations shall be closed in HSn prior to conversion weekend. It is recommended that the Districts and Sheriff Offices develop a plan of action to identify and appropriately close those CSAs and ASAs ready for closure prior to conversion.

B. Investigations with a completed and approved safety assessment. Investigations and Special Conditions Referrals received on or before eight days prior to conversion should have the Safety Assessment Review process completed in HSn prior to conversion. This completed work product will display within the converted Investigation and/or Special Conditions Referral via the hyperlink, as the CSA or ASA Tool. However, in order to meet the requirement for a safety assessment in FSFN, the Investigator will select the "Create Initial" assessment when they are ready to complete an Update during the course of the Investigation, or at Closure.

Attachment to 5/2/07 memo:
Subject: Impact of Conversion from HomeSafenet (HSn) to
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Safety Assessments

C. Investigations pending completion of the safety assessment. For the CSAs and ASAs received seven days or less prior to conversion, the investigator should complete the Initial Safety Assessment that will be utilized within FSFN, rather than entering the information in HSn. This applies to In-home and Institutional investigations, as well as Child-on-Child and Request for Assistance Special Conditions Referrals.

These assessments should be completed on paper to allow for ease of data entry into the new system upon conversion. The Supervisor Review and Second Party Review should also be completed on the paper template within the statutory timeframes. This process will allow work to be completed timely and without the reduced timeframes that would be imposed to meet the conversion timeframe. Upon conversion, the paper version of the assessment and the review should be utilized to create and input the Initial Safety Assessment into the Florida Safe Families Network.

The paper version or templates of all the FSFN assessments are available on the website at <http://fsfn.dcf.state.fl.us>.

III. Reporting Impact

The conversion to the new system will also have an impact on the management reports. As the data regarding the safety assessment completion and review process will not be converted into FSFN, the data will not be available for the new Management Reports. In addition, the safety assessments completed on this converted work will impact the data available for milestone completion, as they will be created at a later date in the new system. The Family Safety Program Office, Adult Services Program Office and Operations understand that the data available within the first 60 days will be impacted by the conversion. As such, each user, supervisor and manager is encouraged to follow the recommendations outlined in this memo and within 60 days, the reports will again reflect the accurate performance of our Florida investigative staff.